

**Freedom of Information**

**Guide to information available from King's Oak Primary School under the Publication Scheme**



# **KING'S OAK PRIMARY SCHOOL**

## **Publication Scheme Documents**

### **May 2018**

**Scheme prepared/reviewed by: Catherine Giles**

**Scheme reviewed and approved by: Governing Body**

**Date of approval: 14<sup>th</sup> June 2018**

**Date of next review: May 2020**

**This school is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment**

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Information:	How the information can be obtained	Charge
<p><b><u>Class 1 - Who we are and what we do</u></b>  <i>(Organisational information, structures, locations and contacts)</i>            This will be current information only, including but not limited to:</p>		
Who's who in the school	Hard copy and website	Charge for hard copies – see Schedule of Charges
Who's who on the Governing Body and the basis of their appointment	Hard copy and website	
Instrument of Government	Hard copy	
Contact details for the Headteacher and for the Governing Body (named contacts where possible with telephone number and email address (if used))	Hard copy and website	
Staffing structure	Hard copy	
School session times and term dates	Hard copy and website	
<p><b><u>Class 2 – What we spend and how we spend it</u></b>  <i>(Financial information relating to projected and actual income and expenditure, procurement, contracts and financial audit)</i>            Current and previous financial year, including but not limited to:</p>		
Annual budget summary and financial statements	Hard copy	Charge for hard copies – see Schedule of Charges
Additional funding	Hard copy	
Procurement and projects	Hard copy	
Pay policy	Hard copy	
Staffing	Hard copy	
Governors' allowances	Hard copy	

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<p><b><u>Class 3 – What our priorities are and how we are doing</u></b>  <i>(Strategies and plans, performance indicators, audits, inspections and reviews)</i>            Current information as a minimum, including but not limited to:</p>		
School profile <ul style="list-style-type: none"> <li>• Government supplied performance data</li> <li>• The latest Ofsted report               <ul style="list-style-type: none"> <li>- Summary</li> <li>- Full report</li> </ul> </li> </ul>	Hard copy and website	Charge for hard copies – see Schedule of Charges
Performance management policy and procedures adopted by the Governing Body.	Hard copy	
School's future plans	Hard copy and website	
<p><b><u>Class 4 – How we make decisions</u></b>  <i>(Decision making processes and records of decisions)</i>            Current and previous three years as a minimum, including but not limited to:</p>		
Admissions policy/decisions (not individual admission decisions)	Hard copy and website	Charge for hard copies – see Schedule of Charges
Agendas of meetings of the Governing Body and (if held) its sub-committees	Hard copy	
Minutes of meetings (as above) – excluding information that is properly regarded as confidential to the meetings	Hard copy (website for FGB)	
<p><b><u>Class 5 – Our policies and procedures</u></b>  <i>(Current written protocols, policies and procedures for delivering our services and responsibilities)</i>            Current information only, including but not limited to:</p>		
School policies including: <ul style="list-style-type: none"> <li>• Charging and Remissions Policy</li> <li>• Health and Safety</li> <li>• Complaints Procedure</li> <li>• Discipline and Grievance policies</li> <li>• Freedom of information/request handling policy</li> <li>• Single Equality</li> <li>• Staff Recruitment</li> </ul>	Hard copy and/or website	Charge for hard copies – see Schedule of Charges

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Pupil and curriculum policies, including: <ul style="list-style-type: none"> <li>• Home-school Agreement</li> <li>• Curriculum</li> <li>• Sex and Relationships Education</li> <li>• Special Educational Needs and Disability</li> <li>• Accessibility</li> <li>• Collective Worship</li> <li>• Behaviour</li> </ul>	Hard copy and/or website	
Records management and personal data policies, including: <ul style="list-style-type: none"> <li>• Data Protection</li> <li>• Record Retention</li> </ul>	Hard copy and website	
<b><u>Class 6 – Lists and Registers</u></b>		
Currently maintained lists and registers only, including but not limited to:		
Curriculum circulars and statutory instruments	Hard copy and/or website (some information may only be available by inspection)	Charge for hard copies – see Schedule of Charges
Disclosure logs		
Asset register		
Any information the school is currently legally required to hold in publicly available registers ( <b>THIS DOES NOT INCLUDE THE ATTENDANCE REGISTER</b> )		
<b><u>Class 7 – The services we offer</u></b>		
<i>(Information about the services we offer, including leaflets, guidance and newsletters produced for the public and businesses)</i>		
Current information only, including but not limited to:		
Extra-curricular activities	Hard copy and/or website (some information may only be available by inspection)	Charge for hard copies – see Schedule of Charges
Out of school clubs		
School publications		
Services for which the school is entitled to recover a fee, together with those fees		
Leaflets, books and newsletters		

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### **Contact details:**

For advice and assistance please contact Catherine Giles, Data Protection Officer:

- Address: King's Oak Primary School, Dickerage Lane, KT3 3RZ
- Phone: 020 8942 5154
- Email: [DPO@kop.rbksch.org](mailto:DPO@kop.rbksch.org)

### **SCHEDULE OF CHARGES**

This describes how the charges have been arrived at and is published as part of the guide.

<b>TYPE OF CHARGE</b>	<b>DESCRIPTION</b>	<b>BASIS OF CHARGE</b>
<b>Hard copies</b>	Photocopying/printing @ 20p per A4 sheet (black & white)	Cost incurred
	Photocopying/printing @ 40p per A3 sheet (black & white)	Cost incurred
	Photocopying/printing @ 80p per A4 sheet (colour)	Cost incurred
	Photocopying/printing @ £1.80 per A3 sheet (colour)	Cost incurred
	Postage	Cost of Royal Mail standard 2 <sup>nd</sup> class
<b>Statutory Fee</b>	To be determined on a case-by-case basis	In accordance with the relevant legislation - notified upon receipt of a request